

Kick-off meeting
Leonardo da Vinci – ToI Qual'n'Guide
28th-29th of November 2013
Hotel Apollo, Dulovo námestie 1, Bratislava, Slovakia

Day 1	Who	When
Coffee and refreshments		From 9.45
Welcome to participants Agreement on agenda and partners' presentation	BKS Úspech	10.00
Presentation of Project objectives, products, workpackages and methodological approaches. Presentation and validation of the Project Management Plan and definition of partner's implication.	BKS Úspech	10.30
Lunch		12.00
<p>Conference: "Bilan de compétences for career development"</p> <p><i>13:00 – 13:30</i> Opening (Branislav Ondruš, state secretary of the Ministry of Labour, SK) Presentation of the project (Pavol Kmet', BKS Úspech, SK)</p> <p><i>13:30 - 14:00</i> Bilan de compétences and flexicurity (Serge Rochet, FR)</p> <p><i>14:00 - 14:15</i> Coffee break</p> <p><i>14:15 - 14:45</i> Bilan de compétences – principles, tools, outcomes (Timo Zimmer, BIP,DE)</p> <p><i>14:45 - 15:15</i> Career counselling in the Czech republic and the system of bilan de compétences provision (Zuzana Freibergová, NVF, CZ)</p> <p><i>15:15 – 15:30</i> Career counselling in Slovak employment services (Helena Furindová, UPSVAR, SK)</p> <p><i>15:30 – 16:00</i> Discussion and conclusion</p>		13.00 – 16:00
Common dinner in Slovenský Grob – Goose feast "U Jaňúra" (common transport will be provided)		17.30

Day 2	Who	When
Administrative rules and procedures	National Agency	9.00
FECBOP Quality Criteria and certification procedure	CIBC	10:00
Discussion about WP2 – Presentation, transfer, training Discussion about the methodological transfer. Preparation of the training of trainers.	BIP, all partners	10:30
Cofee break		11:00
Discussion about WP7 – Dissemination, preparation of the dissemination plan. Presentation of the project website.	All partners	11:30
Quality Management and External Evaluation	NVF	12:00
Questions and discussion; to-do-list before the next partner meeting	All partners	12:30
Lunch		13.00